

CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES

March 10, 2008 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

Present: Commissioners Steve Chan, Beverly Silva, Fran Palacio and Kim Kristalyn; Tina Murphy, Acting Assistant Director of Human Resources, and Sheila Ivers, Recording Secretary.

Absent: Commissioner Mohammed Nadeem

Recommendations for Council Action:

- A) **APPROVE new job specification for Forensic Coordinator**
- B) **APPROVE modification of job specifications for Cemetery Worker I and Cemetery Worker II**
- C) **APPROVE modification of job specification for Water Service Technician II**
- D) **APPROVE modification of job specification for Street Maintenance Worker III**

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Beverly Silva called the meeting to order at 7:00 p.m., and led the meeting in the Pledge of Allegiance.

- B. MINUTES of January 14, 2008 Civil Service Commission meeting
MOTION by Commissioner Chan, seconded by Commissioner Palacio, **to APPROVE the minutes of the January 14, 2008 Civil Service Commission meeting.**
MOTION carried 4-0.**

- C. CHANGE OF STATUS REPORT for January and February, 2008**

- D. CURRENT RECRUITMENT ACTIVITY REPORT for
January and February, 2008**

- E. EXAMINATION REPORTS for January and February, 2008
MOTION by Commissioner Chan, seconded by
Commissioner Kristalyn, **to NOTE AND FILE Items I-C, I-D, and I-E.**
MOTION carried 4-0.**

II. UNFINISHED BUSINESS – None

III. NEW BUSINESS

- A. CONSIDER REQUEST to Approve New Job Specification for Forensic Coordinator and Establish Recruitment Type as Open/Competitive with Examination Weighting of 100% oral examination
MOTION by Commissioner Kristalyn, seconded by Commissioner Chan, **to APPROVE the new job specification for Forensic Coordinator, and establish the recruitment type as open/competitive and the examination weighting as 100% oral examination.**
MOTION carried 4-0.
- B. CONSIDER REQUEST to Modify Job Specifications for Cemetery Worker I and Cemetery Worker II
MOTION by Commissioner Palacio, seconded by Commissioner Chan, **to APPROVE the modifications of the job specifications for Cemetery Worker I and Cemetery Worker II.**
MOTION carried 4-0.
- C. CONSIDER REQUEST to Extend Eligible List for Fire Captain
MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, **to APPROVE a six-month extension of the eligible list for Fire Captain to November 10, 2008.**
MOTION carried 4-0.
- D. CONSIDER REQUEST to Approve Modification of Job Specification for Water Service Technician II
MOTION by Commissioner Palacio, seconded by Commissioner Chan, **to APPROVE the modification of the job specification for Water Service Technician II.**
MOTION carried 4-0.
- E. CONSIDER REQUEST to Modify Job Specification for Street Maintenance Worker III
MOTION by Commissioner Kristalyn, seconded by Commissioner Chan, **to approve the modification of the job specification for Street Maintenance Worker III.**
MOTION carried 4-0.
- F. CONSIDER REQUEST for Board of Review to Hear Unresolved Employee Issue
MOTION by Commissioner Chan, **to APPROVE the request for a Board of Review to hear an unresolved employee issue.**
MOTION died with no second.

Civil Service Commission Summary of Minutes-March 10, 2008 (Continued)

MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **DENY** the request for a Board of Review to hear an unresolved employee issue.

MOTION failed, 2-2.

It was agreed to continue this matter to the next regular scheduled meeting of the Civil Service Commission on Monday, May 12, 2008.

IV. INFORMATIONAL ITEMS – None

V. ORAL COMMUNICATIONS – None

VI. ADJOURNMENT

MOTION by Commissioner Palacio, seconded by Commissioner Chan, to adjourn the meeting at 7:37 p.m. until the next regular Civil Service Commission meeting on Monday, May 12, 2008.